


**SECRET**


# Notes & Quotes

16 December 1988

## NEW TO THE OFFICE OF LOGISTICS

25X1 OL extends a warm welcome to our most  
recent EOD's who will be assigned to the Mail  
and Courier Branch/FMG/OL:



25X1 Welcome also to [redacted] who is a  
25X1 Career Trainee on an Interim in FMG.

\*\*\*\*\*

## PROMOTIONS

The Director of Logistics is pleased to  
announce the following SIS promotions of OL  
senior managers, effective 1 January 1988:

25X1 [redacted]—GS-15 to SIS-01—Chief,  
Procurement Management Staff/OL

25X1 [redacted]—GS-15 to SIS-01—Chief,  
Headquarters Division/FMG/OL

25X1 [redacted]—SIS-01 to SIS-02—Special  
Assistant, Foreign Buildings Office/OL

We are also pleased to announce that [redacted]  
25X1 [redacted] Chief, Logistics and Procurement Law  
Division, was promoted from SIS-01 to SIS-02.

25X1 Messrs. [redacted]  
25X1 received competitive SIS step increases.  
Congratulations to all!!!! (c)

\*\*\*\*\*

## OL REASSIGNMENTS

NameOffice

SG/Trainee  
NPIC/LOGS  
[redacted] SG  
NPIC/CT

\*\*\*\*\*

## CERTIFICATE OF MERIT



\*\*\*\*\*

25X1

## CERTIFICATE FOR SERVICE

On 15 December 1988, [redacted] of  
the Mail and Courier Branch/FMG, was  
presented his certificate for 35 years of  
Government Service, 33 of which were with the  
Agency. His present duties as courier include  
support to the Office of General Counsel and  
service to members of Congress. Robert will  
retire on 30 December 1988.

\*\*\*\*\*

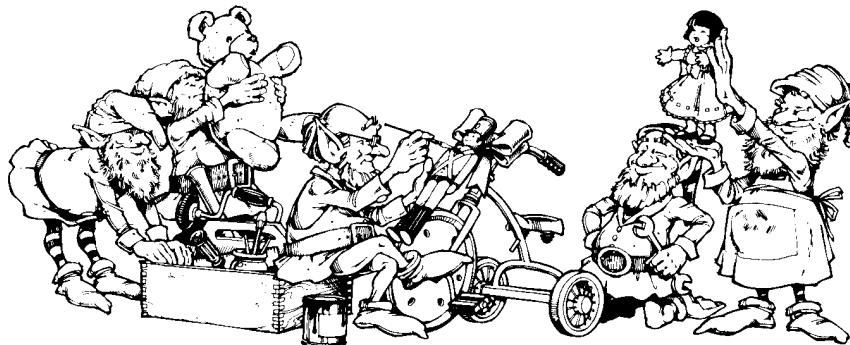
~~SECRET~~

SECRET

## FROM THE D/L'S CORNER:

25X1

This year, once again, OL had an outstanding Christmas party [redacted]. Approximately 500 OL employees attended the function. The entire affair was superbly managed. Our sincere thanks and appreciation are extended to the OL employees who volunteered their time and efforts to make it happen. The entire office is indebted to each one of the following volunteers:



25X1

\*\*\*\*\*

### EXCEPTIONAL PERFORMANCE AWARDS

25X1  
25X1  
25X1

On 15 December 1988, the Director of Logistics presented [redacted] of the Printing and Photography Group with an Exceptional Performance Award for his contributions to the "Flagship Team" from March 1987 to present. The "Flagship Team" processes high profile, time-critical publications such as the National Intelligence Daily and the President's Daily Brief as well as the Office of Current Production and Analytic Support's publications, and all other Agency overnight requirements. Jim's initiative, innovative ideas and willingness to make quick decisions have been instrumental in assuring quality products were produced and deadlines met. His dedication to duty and willingness to constantly give the all important "extra effort" sets an excellent

25X1

example for the entire work force. Jim has worked well beyond the norm to ensure that critical intelligence production is completed daily. [redacted]

[redacted] Bindery Assistant P&PG, was presented with an Exceptional Accomplishment Award on 13 December 1988 for her performance from 30 June 1987 through 16 January 1988. Marie was responsible for handling a continuing major production job, the SALT publications. In addition, she coordinated the draft publication; established production deadlines and work assignments for printing and bindery operations; and was the primary instructor for new employees in the production and dissemination of these publications. Marie's conscientious and versatility are an integral part of P&PG's support to the Agency's mission. [redacted]

SECRET

SECRET

**OPERATION SANTA CLAUS**

The Supply and Support Branch, [REDACTED]

[REDACTED] distributed collection boxes to all the Agency overt buildings in the Metropolitan area in support of Operation Santa Claus. These boxes will be emptied and replaced on a regular basis through 20 December.

\*\*\*\*\*

**UPDATE ON CHILD DAY CARE CENTER AND SCATTERGOOD-THORNE PROPERTY**

Hitt Contracting, Incorporated, the Child Day Care Center (CDCC) contractor, continued installing storm drains around the foundation of the CDCC. Work also continued on the construction of the retaining wall, electric duct bank and under slab plumbing. Concrete was poured for the building slab. [REDACTED]

With regard to the renovation of the house on the Scattergood-Thorne property, a contract for Phase III of this renovation (replacement of doors, windows, and exterior painting) was awarded on 2 December to Smallwood Construction Company. Construction began on 14 December and the contractor has 120 days to complete the project. [REDACTED]

\*\*\*\*\*

**PCS ASSIGNMENTS**

The Logistics Career Board has completed the selection of primary nominees and alternates for [REDACTED] vacancies available in the spring/summer 1989. We sincerely appreciate all those who volunteered for these assignments. Details regarding the selection process will be published in the *Notes and Quotes* in the near future. [REDACTED]

\*\*\*\*\*

**QUOTE FOR THE DAY**

*There is a kind of victory in good,  
no matter how humble.*

Jack Kemp

\*\*\*\*\*

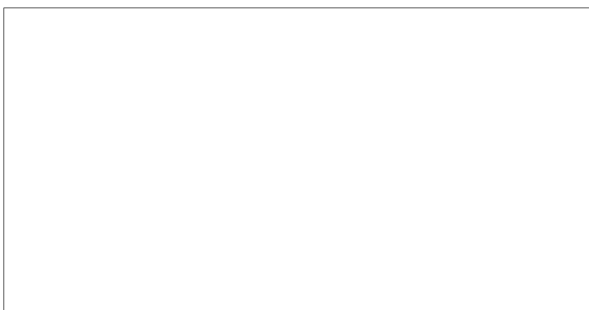
SECRET

SECRET

## ANATOMY OF A PROTEST— A CASE STUDY

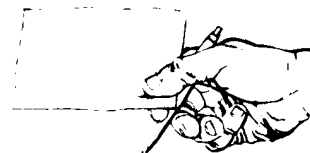
On 9 December, a skills workshop, entitled "*Anatomy of a Protest—A Case Study*," was sponsored by Procurement Management Staff/OL (PMS/OL). Immediately following this workshop, a senior contracting officers meeting was convened. Procurement Note 198, entitled "*Acquisition Management and Utilization of Automatic Data Processing Equipment*," was distributed to all Senior Contracting Officers for immediate implementation, although official distribution will be forthcoming from PMS/OL. The new policy requires that an economic analysis be conducted for all ADPE-based equipment using the Bid and Analysis Reporting System software available from PMS/OL.

\*\*\*\*\*



\*\*\*\*\*

## AM I REALLY NEEDED?



The following essay, author unknown, was provided to us by a concerned logistician. However insignificant you might feel, always remember that "*one individual can and does make a difference!*"

Xvxn though my typxwritxr is an old modxl, it works wxll xxcxpt for onx of thx kxys. I'vx wishxd many timxs that it workxd prxfxctly. Trux, thxrx arx 42 kxys that function, but onx kxy not working makxs thx diffxrxncx.

Somxtimxs, it sxxms to mx that our organization is somxwhat likx my typxwritxr—not all thx pxoplx arx working proprly. You might say, "Wxll, I'm only onx pxrson. It won't makx much diffxrxncx." But you sxx, an organization, to bx xffixxnt, nxxds thx activx participation of xvxy pxrson. Thx nxxt timx you think you xfforts arxn't nxxdxd, rxmxmbxr my typxwritxr, and say to yoursxlf, "I am a kxy pxrson and thxy nxxd mx vxry much."

\*\*\*\*\*

SECRET

~~SECRET~~

25X1

## ONE INDIVIDUAL CAN MAKE A DIFFERENCE

The Director of Logistics extends a sincere "*well done*" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "*can-do*" image of our office:

25X1 In a memorandum from [ ] Deputy Director of Personnel for Employee Benefits and  
25X1 Services, dated 6 December 1988, [ ] of the Printing and Photography Group,  
25X1 were commended for their support to the Office of Personnel during their symposium for retired  
25X1 employees in the Headquarters auditorium on 19 November. [ ] stated that the concern  
25X1 exhibited by Dave and Mike for the retirees was very commendable. [ ]  
25X1 [ ]

25X1 In a letter of appreciation [ ] Executive Assistant, Office of Financial Management  
25X1 (OFM), commended [ ] of OL's Flying Squad, for their valuable  
25X1 assistance and "*can-do*" attitude during the wall-to-wall inventory of OFM. [ ]

25X1 [ ] of the Transportation Branch/LOC, was the recipient of a letter of commendation  
25X1 from [ ] Chief, Operations Staff, [ ] OD&E, dated 30 November  
25X1 1988, for his outstanding support in identifying, packing and preparing excess supplies for a relocation  
25X1 facility for OD&E. [ ]

25X1 A letter of appreciation was received from [ ] Chief, Communications Systems  
25X1 Evaluation Office, dated 29 November 1988, commending [ ] of the Transportation  
25X1 Branch [ ] for his TDY support from 2 through 15 October 1988 in relocating their facility. [ ]  
25X1 [ ]

25X1 In a letter of appreciation from [ ] Administrative Officer, DCI, dated 14 December  
25X1 1988, the **Printing and Photography Group** was commended for their support in making the DCI's  
25X1 Managers Conference a success. P&PG provided individualized folders, printed agenda, name tags and  
25X1 note paper. In addition, [ ] was recognized for taking special interest in seeing that these  
25X1 printing requirements were done expeditiously and professionally. [ ]

SECRET

**Page Denied**